

OCDD Waiver and PSH Support Activities Integration

Revised date 1/23/2013

Italicized text indicates lead.

Person wishes to maintain adequate housing.

OCDD Support Coordination (SC)	OCDD SIL/ IFS Provider	HSS Provider
Maintain close coordination and collaborate with SIL and HSS	Maintain close coordination and collaborate with SIL and HSS; <i>Assist waiver recipient with securing supporting documents/records.</i>	<i>Assist applicant with viewing units and eventually choosing housing including but not limited to arranging transportation, securing unit and utility deposits</i>
Ensure that applications and recertification's are completed in applicable timeframes to ensure continuity of housing	Support person to provide information needed for applications and recertification's	<i>Assist person in making application and completing recertification for housing programs and expunge legal record</i>
Identify reasonable accommodation support needs, inclusive of interplay with requested medical equipment	Identify and implement daily support structure to meet needs, including utilization of accommodations	<i>Assist tenant with understanding and applying for reasonable accommodation's if needed via discussion with the landlord</i>
Ensure that applications are completed in applicable timeframes to ensure continuity of housing Provide general information to PSH regarding barriers to housing transfer Request new/changes in services as needed to accommodate housing transfer	Support the person to identify important elements in daily routines that impact housing selection— transportation to/from preferred activities, etc.	<i>Assist tenant in transferring between units including where possible with transportation. If Housing Establishment and Preservation (HE&P) funds are available PSH will assistance with the funding of moving services.</i>
	Understand lease terms. Support person to comply with lease.	<i>Assist tenant in reviewing lease and understanding rights and requirements included within lease</i>
Maintain close coordination with PSH- HST where problems arise	Communicate issues to both the SC and PSH – HST.	<i>Act as liaison between tenant and landlord for tenant complaints</i>
Maintain close coordination with PSH- HST where problems arise	Communicate issues to both the SC and PSH – HST.	<i>Assist tenant with communicating housing needs to the landlord including tenant/landlord complaints and other housing related issues</i>

Tenant wishes to access community resources

OCDD Support Coordination (SC)	OCDD SIL/ IFS Provider	HSS Provider
<i>Initiate and develop Comprehensive Plan of Care per waiver policies and procedures to incorporate housing goals</i>	Collaborate with SC and participate in transition planning to complete	Collaborate with SC and participate in transition planning to complete
<i>Assist tenants in gathering all documents needed to access community resources</i>	Collaborate with SC to complete	Report identified needs to the SC
<i>Assist tenant in making application and completing recertification for food stamps</i>	Collaborate with SC to complete	Report identified needs to the SC
<i>Assist tenant in accessing food bank, school supplies, clothing, furniture and holiday programs</i>	Collaborate with SC to complete	Report identified needs to the SC; Coordinate with SC to access PSH specific funding sources for furniture, etc.
<i>Assist tenant in applying for energy assistance</i>	Collaborate with SC to complete	Report identified needs to the SC; Collaborate with SC to complete if requested
<i>Identify preferences related to community integration</i>	<i>Making tenant aware of community events</i>	Report identified needs to the SC
<i>Assist tenant in accessing dental care and vision care</i>	<i>Assure person attends required appointments by providing all necessary supports</i>	Collaborate with SC to complete
<i>Assist tenant in reviewing health plans available through Medicaid, Medicare and private health plans</i>	Collaborate with SC to complete	Collaborate with SC to complete
<i>Assist tenant in applying for prescription and medical equipment subsidy</i>	Collaborate with SC to complete	Collaborate with SC to complete

Tenant wishes to have HST act as an advocate on tenant's behalf

OCDD Support Coordination (SC)	OCDD SIL/ IFS Provider	HSS Provider
<i>Assist tenant in appealing decisions with SSI, Social Security and Medicaid</i>	Collaborate with SC to complete	

Collaborate with PSH- HST to complete	Provide documentation to SC as requested	<i>Assist tenant with intervention if housing is place at risk by completing the appeals process for any decisions made and/or following through with any requests for information from the subsidy administrator</i>
Collaborate with SC to complete	<i>Assist tenant with appeals with food stamps</i>	Communicate issue to SIL
Collaborate with SC to complete	<i>Advocate with bill collectors over payment schedules</i>	Communicate issue to SIL
Collaborate with SC to complete	<i>Advocate with utilities to prevent service disconnection</i>	If HE&P funding is available PSH will request assistance and if not available PSH will direct individuals to other agencies.
Collaborate with PSH- HST to complete	Provide documentation to SC as requested	<i>Advocate with landlords for tenant rights and to prevent eviction</i>
<i>Assist in filing medical claims and any subsequent appeals</i>	Provide documentation to SC as requested	
<i>Advocate for tenant with school board</i>	Collaborate with SC to complete	
<i>Advocate for tenant rights with provider agencies</i>		Report identified needs to the SC
<i>Refer to legal resources</i>	Collaborate with SC to complete	Report identified needs to the SC

Tenant wishes assistance in maintaining needs of entire household –

OCDD planning structure for children includes household supports. Adults living with family also receive consideration of household support needs.

OCDD Support Coordination (SC)	OCDD SIL/ IFS Provider	HSS Provider
Collaborate with PSH- HST to complete including sharing information concerning housing related needs and goal setting	Collaborate with PSH- HST to complete including sharing information concerning housing related needs and goal setting	<i>Conduct a Housing Support Assessment during Pre tenancy and Post tenancy according to the PSH PBV admin plan</i>
Collaborate with PSH- HST to complete including sharing information concerning housing related needs and goal setting	Collaborate with PSH- HST to complete including sharing information concerning housing related needs and goal setting	<i>Conduct a Housing Support Stabilization Plan during Pre tenancy and Post tenancy according to the PSH PBV admin plan</i>
<i>Assist participant and family in participating and understanding IEP's and school evaluations</i>	Report identified needs to the SC	Report identified needs to the SC

<i>Assist participant in accessing Early Intervention Programs</i>	Report identified needs to the SC	Report identified needs to the SC
<i>Assist participant family members in applying for waiver services, Social Security ,SSI and Medicaid services</i>	Report identified needs to the SC	Report identified needs to the SC
<i>Assist participant in accessing tutoring services</i>	Collaborate with SC to complete	Report identified needs to the SC
Report identified needs to HST	Collaborate with SC to complete	<i>Facilitate household access to mental health services and behavioral health services</i>
Report identified needs to HST	Collaborate with SC to complete	<i>Facilitate household access to substance abuse services</i>
Report identified needs to HST	Collaborate with SC to complete	<i>Assist household in accessing medical services</i>